BASIC ESCORT

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ROLES AND RESPONSIBILITIES OF A PRISONER ESCORT

BASIC ESCORT

Objectives:

To provide guidance and direction to prisoner escorts of the roles and responsibilities of a prisoner escort in the performance of his/her duties.

BASIC ESCORT

REFERENCES:

SECNAVINST 1640.9
OPNAVINST 5100.23 Series

The Roles and Responsibilities of a Prisoner Escort

- Use and improve leadership skills.
- Set the example and meet the standards of U.S. Military service.
- Use tact in dealing with the public and prisoners.
- Maintain prisoner accountability.
- Take charge and remain in charge.
- Comply with correctional philosophy.
- Accept responsibility for custody,

Secretary of The Navy's Correctional Philosophy

- Prisoners are sentenced to confinement as punishment, not for punishment.
- Hazing, harassment, unauthorized exercises, unnecessary restrictions or deprivations, and demeaning treatment serve no useful purpose and are prohibited.

Secretary of The Navy's Correctional Philosophy cont.

- Prisoners forced to comply with unreasonable, unnecessary, and unmilitary routines lose respect for the authority that supervises them.
- Intelligent performance of correctional duties can provide the environment in which prisoners can incorporate responsibility into their own lives.
- Fair, impartial, and humane treatment of prisoners in compliance with Naval policy.

Prisoner Escorts General Rules of Conduct

- Act in conformance with the requirements of the UCMJ.
- Physical abuse, hazing, unnecessary force, any form of corporal punishment are prohibited.
- Striking or laying hands upon prisoners is prohibited unless in self-defense, to prevent serious injury, etc.

Prisoner Escorts General Rules Of Conduct (cont.)

- Prohibited from extending privileges, favored assignments, or information to prisoners, which are not similarly available and authorized to all prisoners.
- Escorts shall not use their official position to establish or maintain relationships with prisoners or their families/friends.
- Escorts shall not release information on prisoners.

Basic Guidelines For Interacting Positively With Prisoners

- Do not discuss people or situations that do not have direct bearing on the task of escorting.
- Do not provide or accept favors.
- Avoid personal conversations or emotional involvement.
- Treat the prisoner with respect.

Basic Guidelines (cont.)

- Respect differences in race, religion, gender, national origins, etc.
- Set limits and enforce rules with consistency while using good judgment and flexibility.
- Observe and monitor the behavior.
- Be alert for changes that may signal problems.

Explain What It Means To Be A Professional

- Do your job to the best of your ability.
- Work to insure a safe working environment.
- Strictly adhere to escort rules.
- Act with courtesy, firmness, with respect to dignity.
- Use sound judgment.
- Continuously work to improve your skills and knowledge.

Describe How To Interact With Prisoners In A Professional Manner

- Be firm, but fair, when dealing with all prisoners.
- Be empathetic and willing to listen.
- Be tactful.
- Establish authority.

BASIC ESCORT

Define Prisoner Escort “Comportment”

- Comportment – demeanor and bearing, in the manner in which an escort presents himself/herself in carrying out his/her duties.

- Escorting is a people-oriented task and comportment is the key factor.

Cross Gender Escorting

- Cross gender supervision is defined as the following:
  - Males/Females escorting males/females
  - Every escort must learn to handle cross gender supervision professionally
  - Men and women are part of the correctional team and must work together
  - Each sex brings a unique contribution to the job

Cross Gender Escorting (cont.)

- Escorts supervising prisoners of the opposite sex must follow the rules of prisoner supervision.
- A one-on-one mixed gender escort is prohibited.
- Escorts must maintain a professional, non-sexual composure at all times.
- Escorts undermine the integrity of correctional philosophy if they do not present themselves professionally.

Basic Safety Policy/Requirements

- Navy Policy
  - Provide a safe and healthful workplace for all personnel
  - Must comply with Naval Occupational Safety and Health (NAVOSH) Standards and with life and fire safety requirements
  - Prisoners have the same rights to a safe workplace as any other service member

Basic Safety Policy/Requirements

Escort Safety Policy

- While prisoners are under escort, the escort/escort command is responsible for the safety of the prisoner
- Included is the safety training and safety equipment
- Your command safety representative should assist you in this

Safety (cont.)

- Prisoner Transport
  - Vehicle must meet safety standards and be equipped with seat belts.
  - **Seat belts must be worn at all times when vehicle is in motion**.

*Exception - bus

Safety (cont.)

- Personal Protective Equipment (PPE)
  - Ear plugs/muffs
  - Safety glasses
  - Safety goggles
  - Face shield
  - Gloves
  - Safety shoes
  - Etc.

Safety (cont.)

- Hazardous Materials (Right-to-Know)
  - Assignments that require the handling of drugs, narcotics, intoxicants, uncrated explosives or weapons, money, security equipment, classified materials, keys, or personnel records are prohibited.
  - Work that is inherently dangerous or hazardous to the prisoner is prohibited except in emergency situations
  - MSDS requirements and locations

Safety (cont.)

- Hazardous Materials (Right-to-Know)
  - MSDS requirements and locations
    - If prisoners are to use any hazardous materials they must be informed of the hazards of the hazmat
    - Material Safety Data Sheets (MSDS) are the primary means of communicating these hazards
    - The requirement to inform of these

Safety (cont.)

- Injuries
  - All injuries must be reported and investigated.
  - The escort's command shall conduct the safety investigation.
  - This is a safety, not a criminal, investigation only to find out the cause of the accident in order to prevent reoccurrence.

SUMMARY

- The Roles and Responsibilities Of A Prisoner Escort
- Secretary of The Navy's Correctional Philosophy
- Prisoner Escorts General Rules Of Conduct
- Basic Guidelines For Interacting Positively With Prisoners
- Explain What It Means To Be A Professional
- Describe How To Interact With Prisoners

SUMMARY (cont.)

- Define “Comportment”
- Re-emphasize Cross Gender Supervision
- Restate Safety Policy.

BASIC ESCORT

Questions?

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Readdress Same Subject

Next Subject

ADMINISTRATION and REPORTS

BASIC ESCORT

OBJECTIVE:

Understand all pertinent DD Forms used when escorting / transporting military prisoners

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REFERENCES:

SECNAVINST 1640.9

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Identify the purpose of accurate and timely reports

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Reports reflect what has taken place.

“if it’s not in writing, it didn’t happen”

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- Reports are official documents
- Can be used as evidence
- Reports should contain only the f

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When abbreviations are used, the abbreviation should be defined when using it the first time.

Example: "**Prisoner (P)** Doe was moved to **Disciplinary Segregation (DS)**." "Upon arriving to **DS, (P)** Doe was . . . "

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Describe the five traditional report writing questions;

- **Who?**
- **What?**
- **When?**
- **Where?**
- **Why?**
- **Sometimes, How?**

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- **Because these documents may be used as evidence, properly completed documents and proper procedure will prevent/lessen liability for the Command as well as the escort**

- **Always identify people, places and objects properly and precisely**

- **Attempts should be made to pinpoint time as specifically as possible, avoiding the use of the word “approximately”**

- **Details a history of events**

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Review DD Forms and NAVPERS Forms

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- **DD Form 2708 (Receipt for *Inmate* or Detained Person)**

- **DD Form 629 (Receipt for *Prisoner* or Detained Person)**

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- **Used when transferring a prisoner from one facility to another or taking a prisoner outside the facility for a temporary release**
- **Verify by having prisoner say and spell full name, SSN and current rank as well as using I.D. Date should be the same as when he/she was signed for**
- **Block #9 will include all UCMJ Article numbers and specifications for which confined**
- **Block #10 will specify disposition of prisoner's personal property**
- **Block #11 will include any pertinent information not asked for on the form**

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RECEIPT FOR INMATE OR DETAINED PERSON		
1. RECEIVED FROM *(Unit or Agency and Station)*	**2. TIME**	**3. DATE** *(YYYYMMDD)*
4. INMATE NAME *(Last, First, Middle)*	**5. SSN**	**6. GRADE**
7. ORGANIZATION	**8. STATION**	
9. OFFENSE		
10. PERSONAL PROPERTY		
11. REMARKS		
12. NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL	**13. SSN**	**14. GRADE**
15. RECEIVING UNIT OR AGENCY AND STATION	**16. SIGNATURE**	

DD FORM 2708, NOV 1999

BASIC ESCORT

- **DD Form 2707 (Confinement Order)**
- **NAVPERS 1640/4 (Confinement Order)**

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DD FM 2707- Used to place a prisoner into initial confinement (post /pre-trial).

Verify in the same manner as above.

Ensure form indicates post or pre-trial & type of court-martial.

Block #4 will have UCMJ Article numbers and offenses written out.

Block #5 will indicate complete sentence imposed.

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- **Block #2 and “Adjudged Date” should be the same as well as Block #7 “c” and or #8 “c”**
- **Block #7- person ordering the prisoner into confinement**
- **Block #8- If detainee, must be completed approving true justification for confinement**
- **Block #9 & #10- to be completed by authorized medical personnel, no more than 24 hrs prior to the prisoner being placed into initial confinement**

CONFINEMENT ORDER

1. PERSON TO BE CONFINED

a. NAME *(Last, First, Middle)*

b. SSN

2. DATE *(YYYYMMDD)*

c. BRANCH OF SERVICE

d. GRADE

e. MILITARY ORGANIZATION *(From):*

TYPE OF CONFINEMENT

a. PRE-TRIAL ☐ **NO** ☐ **YES**

b. RESULT OF NJP ☐ **NO** ☐ **YES**

c. RESULT OF COURT MARTIAL: ☐ **NO** ☐ **YES**

TYPE: ☐ **SCM** ☐ **SPCM** ☐ **GCM** ☐ **VACATED SUSPENSION**

4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED:

5. SENTENCE ADJUDGED:

b. ADJUDGED DATE *(YYYYMMDD):*

6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:

7. PERSON DIRECTING CONFINEMENT

a. TYPED NAME, GRADE AND TITLE:

b. SIGNATURE

c. DATE *(YYYYMMDD)*

d. TIME

8.a. NAME, GRADE, TITLE OF LEGAL REVIEW AND APPROVAL

b. SIGNATURE:

c. DATE *(YYYYMMDD)*

MEDICAL CERTIFICATE

9a. The above named inmate was examined by me at _____ *(Time)* on _____ *(YYYYMMDD)* and found to be ☐ Fit ☐ Unfit for confinement. I certify that from this examination the execution of the foregoing sentence to confinement ☐ will ☐ will not produce serious injury to the inmate's health.

b. The following irregularities were noted during the examination *(If none, so state):*

c. HIV Test administered on *(YYYYMMDD):* _____

d. Pregnancy test administered on *(YYYYMMDD):* _____ ☐ **N/A**

10. EXAMINER

a. TYPED NAME, GRADE AND TITLE:

b. SIGNATURE

c. DATE *(YYYYMMDD)*

d. TIME

RECEIPT FOR INMATE

11.a. THE INMATE NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT: _____ *(Facility Name and Location)*

ON _____ *(YYYYMMDD)* **AND TIME:** _____ *(Time)*

b. PERSON RECEIPTING FOR INMATE TYPED NAME, GRADE AND TITLE:

c. SIGNATURE:

d. DATE *(YYYYMMDD)*

e. TIME

DD FORM 2707, NOV 1999

BASIC ESCORT

SF 600 (Chronological Record of Medical Care)

NAVMED 6150/24 (Outpatient Medical Record)

BASIC ESCORT

The medical record with supporting SF 600 and other medical documentations should accompany prisoner to confining facility and be forwarded to the local medical department.

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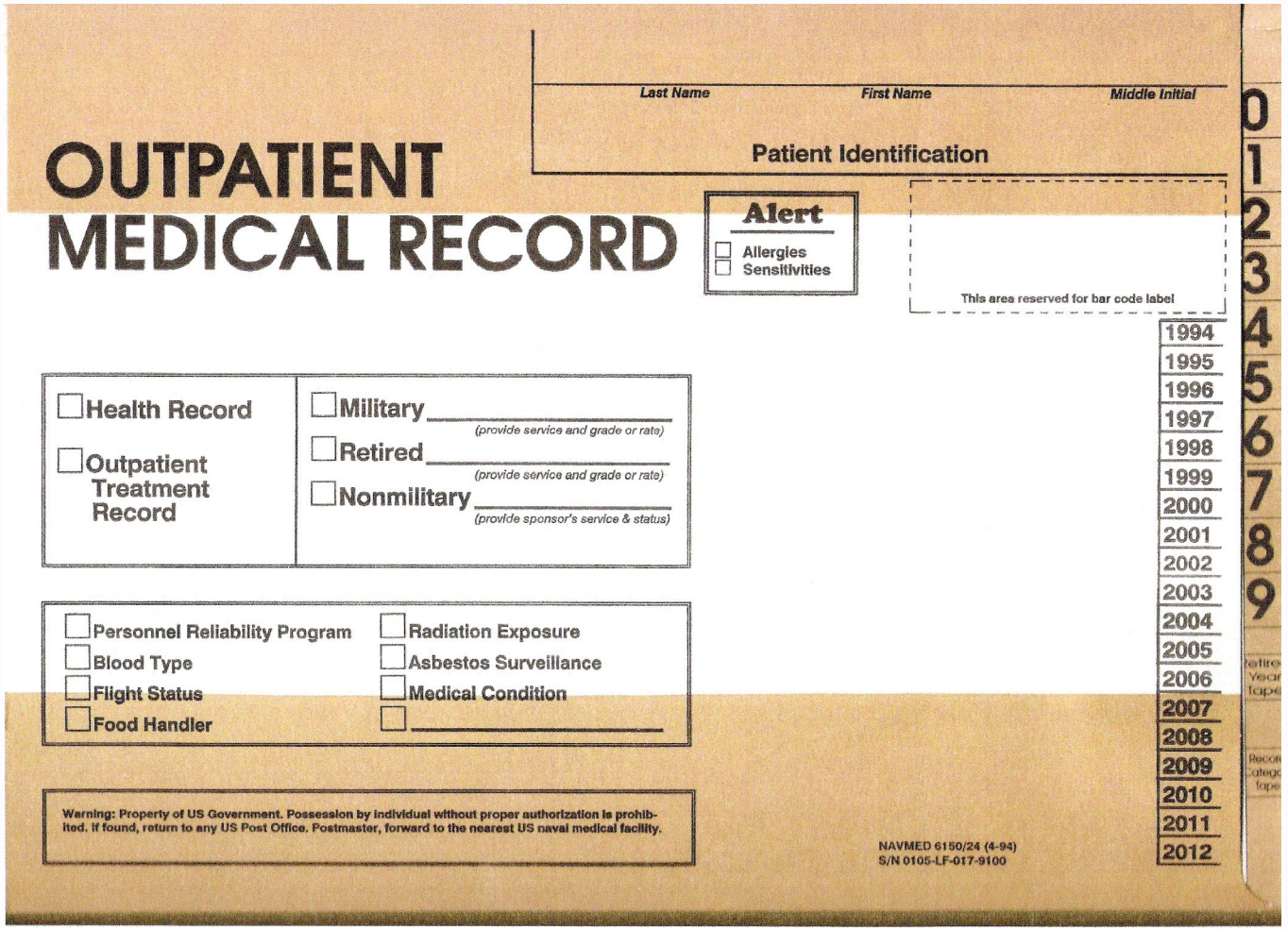
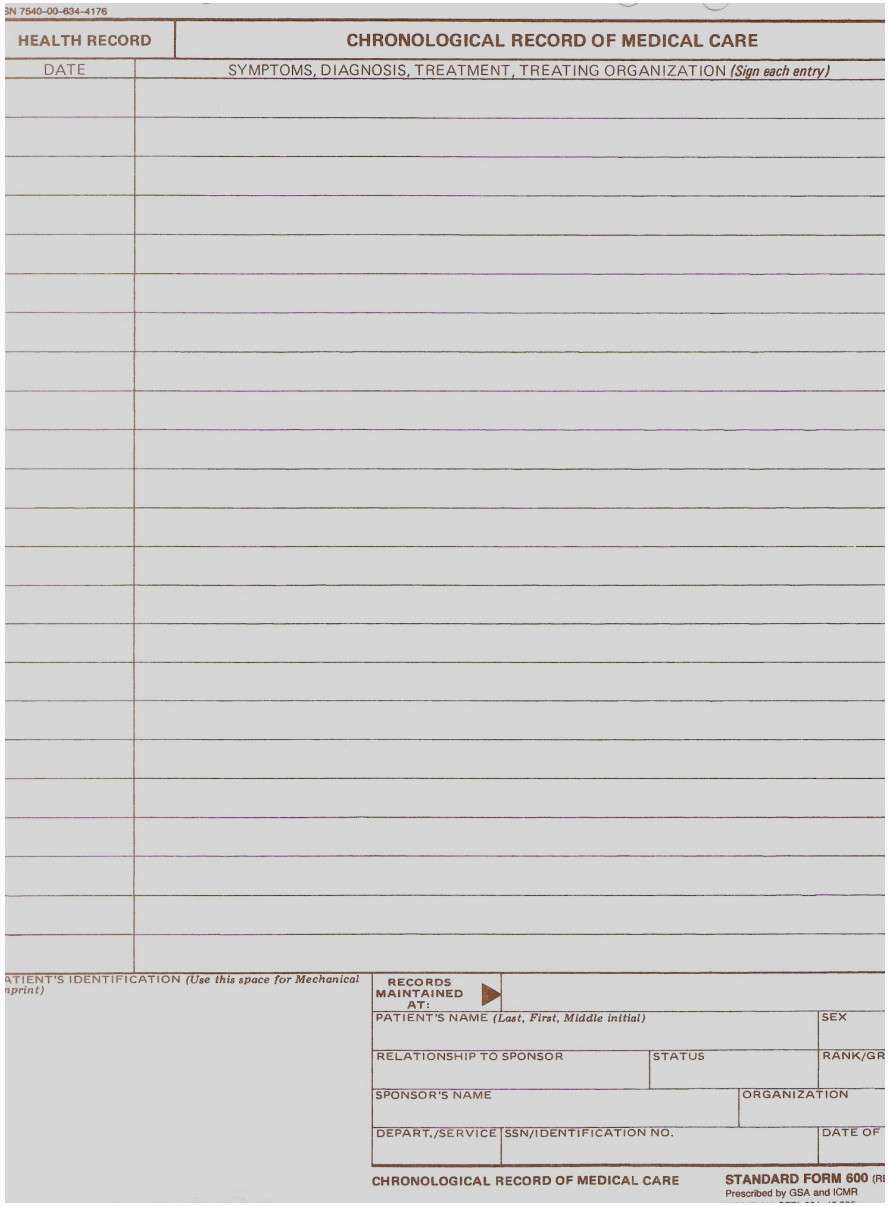


BASIC ESCORT



SN 7540-00-634-4176

HEALTH RECORD	CHRONOLOGICAL RECORD OF MEDICAL CARE
DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION *(Sign each entry)*

ATIENT'S IDENTIFICATION *(Use this space for Mechanical nprint)*

RECORDS MAINTAINED AT:

PATIENT'S NAME *(Last, First, Middle initial)* | SEX

RELATIONSHIP TO SPONSOR | STATUS | RANK/GR

SPONSOR'S NAME | ORGANIZATION

DEPART./SERVICE | SSN/IDENTIFICATION NO. | DATE OF

CHRONOLOGICAL RECORD OF MEDICAL CARE — STANDARD FORM 600 (R
Prescribed by GSA and ICMR

24 Oct 05

BASIC ESCORT

DD Form 2712 (Inmate Work and Training Evaluation)

NAVPERS 1640/10 (Work and Training Report)

INMATE WORK AND TRAINING EVALUATION

REPORT DATE *(YYYYMMDD)*

1. NAME *(Last, First, Middle)*	2. SSN	3. ID NUMBER

4. BRANCH OF SERVICE	5. HOUSING UNIT	6. DETAIL	7. CUSTODY LEVEL

8. PURPOSE OF EVALUATION: ☐ DISPOSITION BOARD ☐ CLASSIFICATION BOARD ☐ WORK ASSIGNMENT ☐ OTHER

IF FOR DISPOSITION BOARD *(Check type):* ☐ RESTORATION/RETURN TO DUTY ☐ PAROLE ☐ WORK/CUSTODY

☐ OTHER *(Specify)* _____ ☐ CLEMENCY ☐ SPECIAL WORK ☐ FEDERAL TRANSFER

PERIOD COVERED: *(YYYYMMDD)* FROM: TO: **COMPLETED BY:** ☐ DORM SUPV ☐ WORK SUPV ☐ OTHER _____

AREAS OF EVALUATION: *(Check the appropriate spaces)*
The dormitory supervisor completes Section 1 only. The work supervisor completes Sections 1 and 2.

SECTION 1 - ATTITUDE AND TRAITS *(Circle one box per row)*						POINTS
CONDUCT	Unsatisfactory (1)	(2)	Conforms (3)	(4)	Exemplary (5)	
DISCIPLINE	Disciplinary Action (1)	(2)	Minor Infractions (3)	(4)	No Infractions (5)	
SUPERVISION REQUIRED	Constant (1)	(2)	Moderate (3)	(4)	Minimal (5)	
ATTITUDE TOWARD SUPERVISOR	Poor (1)	(2)	Borderline (3)	(4)	Respectful (5)	
COOPERATION	Uncooperative (1)	(2)	Moderate (3)	(4)	Cooperative (5)	
PERSONALITY	Unfavorable (1)	(2)	Fair (3)	(4)	Exceptional (5)	
GROUP CONFORMITY	Easily Led (1)	(2)	Complies (3)	(4)	Self-Reliant (5)	
INFLUENCE ON OTHERS	Disruptive (1)	(2)	Neutral (3)	(4)	Positive (5)	
INITIATIVE	Minimal (1)	(2)	Average (3)	(4)	Energetic (5)	
TEMPERAMENT	Volatile (1)	(2)	Indifferent (3)	(4)	Stable (5)	
INTEREST IN FACILITY TREATMENT PROGRAM	Minimal (1)	(2)	Participates (3)	(4)	Active Participation (5)	
TOTALS						=

OVERALL EVALUATION SUBTOTAL	Unsatisfactory 11-21	Below Average 22-32	Average 33-43	Above Average 44-54	Outstanding 55

SECTION 2 - WORK PERFORMANCE						POINTS
QUALITY OF WORK	Poor (1)	(2)	Acceptable (3)	(4)	Outstanding (5)	
PRODUCTIVITY	Minimal (1)	(2)	Average (3)	(4)	Excellent Output (5)	
SAFETY	Careless (1)	(2)	Follows Rules (3)	(4)	Safety Conscious (5)	
TOTALS						=

OVERALL EVALUATION GRAND TOTAL	Unsatisfactory 14-27	Below Average 28-41	Average 42-55	Above Average 56-69	Outstanding 70

INMATE SIGNATURE	DATE *(YYYYMMDD)*	

EVALUATOR'S NAME	SIGNATURE	DATE *(YYYYMMDD)*

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- **Used to evaluate prisoner performance at his job assignment**
- **Will be filled out in accordance with confinement facilities local instruction**

BASIC ESCORT

DD Form 2713 (Inmate Observation Report)

INMATE OBSERVATION REPORT

REPORT DATE *(YYYYMMDD)*

1. INMATE NAME *(Last, First, Middle)*	2. SSN	3. ID NUMBER

4. CUSTODY LEVEL	5. QUARTERS AND DETAIL	6. CELLBLOCK/DORMITORY	7. CELL #/BUNK #

8. OBSERVATION

a. TYPE OF OBSERVATION: ☐ FAVORABLE ☐ UNFAVORABLE ☐ INJURY ☐ BEHAVIORAL

b. DATE *(YYYYMMDD)*	c. TIME	d. LOCATION	e. WAS INMATE NOTIFIED ABOUT THIS REPORT: ☐ YES ☐ NO

9. OBSERVATION REPORTED BY

a. NAME *(Last, First, Middle)*	b. GRADE	c. TITLE	d. DATE *(YYYYMMDD)*

10. WITNESS

a. NAME *(Last, First, Middle)*	b. GRADE	c. TITLE	d. DATE *(YYYYMMDD)*

11. OBSERVATION SUMMARY *(Give an in-depth description of the observation; include all necessary information, provide attachment if necessary):*

12. SIGNATURE OF REPORTING PERSON	b. DATE *(YYYYMMDD)*	

13. WAS IMMEDIATE MEDICAL ATTENTION NEEDED? ☐ YES ☐ NO	b. DATE *(YYYYMMDD)*	c. TIME

d. DESCRIBE ANY IMMEDIATE MEDICAL ATTENTION GIVEN:

14. OBSERVATION REPORTED TO

a. SUPERVISOR NAME *(Last, First, Middle Initial)*	b. DATE *(YYYYMMDD)*	c. TIME

15. ACTIONS OF CORRECTIONS SUPERVISOR:

16. ACTIONS OF REVIEWING AUTHORITY:

17. COMMANDING OFFICER REVIEW

a. NAME, GRADE, TITLE	b. SIGNATURE	c. DATE *(YYYYMMDD)*

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DD Form 2713 - Used to record unfavorable or behavioral observations that do not warrant a disciplinary report. Can also be used to document favorable observations on behalf of a prisoner or an injury.

BASIC ESCORT

DD Form 2714 (Inmate Disciplinary Report)

NAVPERS 1640/9 (Disciplinary Report)

INMATE DISCIPLINARY REPORT

REPORT DATE (YYYYMMDD)

1. INMATE

a. NAME (Last, First, Middle)	b. SSN	c. ID NUMBER

2. CUSTODY LEVEL	3. CELLBLOCK/DORMITORY	4. DETAIL

5. INCIDENT

a. CHARGES	b. DATE (YYYYMMDD)	c. TIME	d. LOCATION

e. DETAILS OF CHARGE(S)

6. INCIDENT REPORTED BY

a. NAME (Last, First, Middle)	b. GRADE	c. TITLE	d. SIGNATURE	e. DATE (YYYYMMDD)

7. INCIDENT REPORTED TO

a. SUPERVISOR NAME (Last, First, Middle)	b. DATE (YYYYMMDD)	c. TIME

d. DISPOSITION TAKEN:

8.a. WAS MEDICAL ATTENTION NEEDED?	☐ YES	☐ NO	b. DATE (YYYYMMDD)	c. TIME

d. DESCRIBE ANY MEDICAL ATTENTION GIVEN:

9. INVESTIGATION REQUIRED?	☐ YES	☐ NO	☐ N/A
10.a. ADVISEMENT OF RIGHTS GIVEN? (If yes, attach original rights acknowledgment form)	☐ YES	☐ NO	☐ N/A
b. INMATE WAIVED RIGHTS? (If yes, attach)	☐ YES	☐ NO	☐ N/A
c. INMATE STATEMENT (If yes, attach statement)	☐ YES	☐ NO	☐ N/A

11.a. INVESTIGATIVE SUMMARY? ☐ YES (Please attach copy of report) ☐ NO

b. BRIEF SYNOPSIS:

c. NAME AND TITLE OF INVESTIGATOR	d. SIGNATURE	e. DATE (YYYYMMDD)

12. ATTACHMENTS (Use DD Form 2719)

BASIC ESCORT

- **Used to document infractions of facility rules and policies by a prisoner**
- **For both the DD Forms 2713 & 2714 ensure that the synopsis answers the “who, what, where, when, why & how” questions**
- **Do not include emotional phrases unless directly related to the action taken by staff**

“because I was in fear of my life”

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NAVPERS 1640/16 (Prisoner Identification Badge)

BASIC ESCORT

LEGAL STATUS:

BLACK — **PRE-TRIAL**

BLUE — **POST-TRIAL**

BASIC ESCORT

Legal Status:

- Black – Detainee (pre-trial prisoner) – A prisoner awaiting filing of charges, disposition of charges, trial by court-martial, or trial by a foreign court
- Blue
  - Adjudged - Sentence as awarded by the court, but not approved by the convening authority
  - Sentenced – Convening authority reviews, approves, and executes the sentence (minus punitive discharge and capital punishment)
  - Discharged – Upon legal execution of discharge

BASIC ESCORT

- **Completed on every prisoner confined at facility**
- **There are several different versions of prisoner I.D. badges**
- **Before any facility can use a badge other than the NAVPERS 1640/16 it must be approved by PERS-68**
- **Regardless of the version used the following info will be included:**
    - **Last name, first name, and middle initial**
    - **Front view picture**
    - **Height, weight, eye color, and hair color**

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Custody Classification:

- To establish the degree of supervision needed for control of individual prisoners
- Custody classifications provide guidance for supervision of prisoners and permit the establishment of security measures consistent with the requirements of the individual
- Understand that prisoners have wide varieties of personality and mentality
- Most present no serious disciplinary problems, some are deliberately uncooperative
- To identify all special cases and control

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Custody Levels:

RED	MAXIMUM
ORANGE	MEDIUM-IN
YELLOW	MEDIUM-OUT
GREEN	MINIMUM
BROWN	INST. CUSTODY

BASIC ESCORT

Name of Facility

LEGAL STATUS

ADJUDGED

BADGE NUMBER

NAME

BASIC ESCORT

Definitions:

Maximum Custody

- High probability of attempted escape
- May be dangerous or violent and whose escape would cause concern of a threat to life or property
- Supervision must be immediate and continuous
- Not assigned details outside cells
- Two or more staff shall be present when prisoner is out of his/her cell
- Will wear restraints at all times when outside of cell

BASIC ESCORT

Name of Facility

LEGAL STATUS

ADJUDGED

BADGE NUMBER

NAME

BASIC ESCORT

Definitions (cont.):

Medium-In Custody

- Present a security risk but do not warrant a max custody level
- Not dangerous or violent
- Supervision will be immediate at all times
- Will not work outside the security perimeter
- Will wear restraints outside the security perimeter unless the CO determines restraints are not required
- One escort can supervise two medium-in prisoners outside the facility
- Normally not allowed to work on work details

BASIC ESCORT

Name of Facility

LEGAL STATUS

ADJUDGED

BADGE NUMBER

NAME

24 Oct 05

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Definitions (cont.):

Medium-Out Custody

- Continuous custodial supervision but whose potential for escape does not present a threat to life, limb, or destruction of property
- Supervision shall be immediate and continuous at all times when outside the security perimeter
- May be assigned to any regular work inside or outside the facility
- One escort can supervise four medium-custody-out prisoners while outside the facility

BASIC ESCORT

Name of Facility

LEGAL STATUS

ADJUDGED

BADGE NUMBER

NAME

24 Oct 05

BASIC ESCORT

Definitions (cont.):

Minimum Custody

- Does not present an apparent escape risk
- Behavior demonstrated while confined requires only limited custodial supervision
- Supervision is constant while outside the facility
- Escorted and transported by brig staff or trained prisoner escorts
- One escort can supervise ten minimum-custody prisoners outside the facility, while on work detail

BASIC ESCORT

Name of Facility

LEGAL STATUS

ADJUDGED

BADGE NUMBER

NAME

BASIC ESCORT

Definitions (cont.):

Installation Custody

- Certain post-trial prisoners who require only limited custodial supervision
- May work and move about as much the same as individuals in normal duty status
- Have completed at least one half of the confinement or the convening authority has taken action, whichever comes first
- Not more than 6 months from minimum release date
- Not previously removed from this custody grade for cause

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Definitions (cont.):

Installation Custody (cont.)

- Will be berthed outside the brig
- At a waterfront brig, they may be placed in a Correctional Custody Unit (CCU)
- They must sign a DD Form 512 and carry it with them at all times outside the facility
- Assignments should depend on ability to handle responsibility

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Classification Criteria:

- **New prisoners, except those specifically deemed to be serious management problems, should be assigned a “medium-in” custody classification during the reception phase**
- **Detainees will not be assigned a minimum, medium-out or installation custody classification**
- **Shall be based on the amount of supervision each individual requires**
- **It is inherent in the system that those prisoners in lesser custody status will have the opportunity for additional privileges**

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Factors to Consider in Assessing Higher Custody Classification:

- Assaultive behavior
- Disruptive behavior
- Serious drug abuse
- Serious civil/military criminal record
- Low tolerance of frustration
- Intensive acting out or dislike of the military
- History of previous escape
- Pending civil charge/detainer filed
- Serving a sentence which the individual considers to be unjust or severe

Factors to Consider in Assessing Higher Custody Classification (cont.):

- Poor home conditions or family relationships
- Serious neurosis or psychosis
- Indication of unwillingness to accept responsibility for personal actions, past and present
- Demonstrated pattern of poor judgment

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Factors Indicating Lower Custody Classification:

- Clear military record
- Close family ties; good home conditions
- Offense charged is not serious
- Stable mental condition
- Indications that the individual wishes to return to duty
- Comparatively short sentence to confinement
- Behavior during previous confinement

BASIC ESCORT

NAVPERS 1640/18
(Prisoner Escort Identification Badge)

BASIC ESCORT

Front:

NAME OF ESCORT		
	SSN	RATE/RANK
	DIVISION	
	DEPARTMENT	
	DATE OF BIRTH	DATE ISSUED
ISSUED BY:		

BASIC ESCORT

BACK:

COMPLEXION	**EXPIRATION DATE**
HEIGHT	**WEIGHT**
COLOR HAIR	**COLOR EYES**

I hereby certify that I have read, had explained to me, and fully understand the contents of the prisoner escort regulations, and that I will abide by the contents thereof to the best of my ability while escorting prisoners from the Correctional Center.

THE USE OF FIREARMS IS NOT AUTHORIZED

SIGNATURE OF ESCORT	**AC** **BC**

BASIC ESCORT

NAVPERS 1640/17 (Inventory and Receipt of Valuables, Clothing and Personal Effects)

BASIC ESCORT

- **INVENTORY- All property arriving with an inmate must be accounted for to show disposition of that property**

- **The inventory sheet is broken down into sections describing the most common items in prisoner's possession and the disposition**

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- **The *top* line of the form is self explanatory**
- **The *second* line will indicate the registration number corresponding to the issued "Prisoner Rule Book", the serial number of the combination lock, and the initial sea/duffel bag seal issued to the prisoner**
- **Articles Retained By Member- These are the items that the prisoner is authorized to have in his/her possession *inside* the housing unit**

BASIC ESCORT

- **Articles Placed in Seabag for Safekeeping- items the prisoner is authorized to have in the facility, but NOT in possession (one set of civies, dress uniform, etc.)**
- **Activity Issue Items- items issued to the prisoner by the facility**
- **Items Turned Over to the Escort- usually Government Issue (gear, excess civies, G.I. keys, etc.)**

BASIC ESCORT

Money & Valuables Turned Over to Valuables Custodian- all cash/currency regardless of country of origin, jewelry, credit cards, phone cards, or anything that may be used for barter. Also important documents such as a drivers license, SSN cards, etc.

Reverse Side: Annotate the number of each item in prisoner's possession to include those items he/she is wearing. Ensure the appropriate Branch of Service column is used

BASIC ESCORT

- **<u>Signature</u>: Prisoner will sign indicating the inventory was completed and that he/she agrees. The staff member conducting the inventory will sign and date**

- **The bottom signature block will be used when the prisoner is clearing from the facility**

- **<u>Distribution</u>: Original will go into the prisoners seabag file, 1 copy to the inmate, 1 copy to admin, 1 copy goes with the property**

BASIC ESCORT

INVENTORY AND RECEIPT OF VALUABLES CLOTHING AND PERSONAL EFFECTS NAVPERS 1640/17(REV.3-03)

NAME (Last, First, Middle)	Social Security Number	Rank/Rate	Date

Prisoner Rule Book #	Lock #	Seal #	Activity:
			NAVAL CONSOLIDATED BRIG (NCB) CHARLESTON

ARTICLES RETAINED BY MEMBER

	Jacket BDU/Dungaree (1) No Gortex		After Shave (1)		Nail Clippers (1)
	Shirt/BDU/Dungaree (5)		Soap (Bars Only) (6)		Hairdressing (2)
	Pants/BDU/Dungaree (5)		Razor (1)		Skin Cream/Lotion (1)
	Undershirts/Blk/Grn/Brn (12)		Razor Blades (3-Packs)		Shampoo (plastic container) (3)
	Undershirts/Wht (12-Navy/1 Others)		Disposable Razors (25)		Conditioner Hair (1)
	Underwear (12)		Shaving Cream (3) (non-aerosol)		Q-Tips (1 box)
	Socks/Black/Green (12)		Tooth Paste (Tube Only) (3)		Body/Foot Powder (2)
	Socks/White (12) *No Ankle socks		Tooth Brush (2)		Comb/Brush (1)
	Shoes/PT (2)		Tooth Brush Holder (2)		Writing Tablet (non-spiral) (4)
	Shoes/Shower (1)		Dental Floss (1)		Stamped Envelopes (45)
	Belt w/Buckle (1)		Mouth Rinse (non-Alcoholic)		Pen/Pencils (6)
	Washcloths (4)		Shoe Brush (1)		Marking Pens/Stencils (1)
	Towels (4)		Shoe Polish (Liquid Only)		Batteries (4 packs)
	PT Top/Bottoms (4)		Handkerchief (6)		Bible/Religious Book
	Boots (2)		Chap Stick (2)		Gloves (1)
	Sweat, Sets (2)		Deodorant (stick or roll-on) (3)		Long Johns, Set (1)
	Cover, BDU/Ball (1)		Soap Dish (1)		Eye Glasses (1)
					Photos

ARTICLES PLACED IN SEA BAG FOR SAFEKEEPING

	Shirt, Civilian		I.D. (Dog) Tags		Service Jacket
	Pants, Civilian		Undershirts		Service Shirt
	Belt, Civilian		Rain Coat		Service Tie/Neckerchief
	Jacket, Civilian		Long Johns		Service Pants
	Shoes, Civilian		Underwear		Service Shoes
	Hat, Civilian		Photos		Service Hat/Beret
	Socks, Civilian		CDs/Walkman		Boots
	Wallet		Bag, Duffle/Sea		Belt w/Buckle
	Record of Trial/Legal Papers		Books/Magazines		Insignia/Ribbons/Devices
	Misc. Papers/Paperwork		Mail/Letters		Unused Envelopes

ACTIVITY ISSUED ITEMS

2	Sheets		Belt w/ Buckle		
2	Blankets		Shirt BDU/Dungaree		
1	Pillow Case		Pants BDU/Dungaree		
1	Padlock		Jacket BDU/Dungaree		
1	Rulebook		Boots, Size ( )		
	Cover, BDU/Ball (1)		Gloves		

MONEY AND VALUABLES TURNED OVER TO VALUABLES CUSTODIAN

	Money, Cash/Coins ($.)		Military I.D. Card		Social Security Card
	Check # ($.)		Divers License/State		Phone Card/Type # of Minutes
	Money Order # ($.)		Cross, Silver Gold in-color		Bank Card
	Credit Card/Type		Bracelet, Silver Gold in-color		Bank Card
	Credit Card/Type		Necklace, Silver Gold in-color		Misc. Card
	Credit Card/Type		Ring, Silver Gold in-color		Watch/Type Color

SIGNATURE (Prisoner)	PRINTED (Staff Member)	SIGNATURE (Staff Member)	Date

24 Oct 05

BASIC ESCORT

OPNAV 5527/22

(Evidence / Property Custody Receipt)

BASIC ESCORT

- **The property custody form is used much like the inventory form. In addition to documenting a chain of custody for evidence, it is used to inventory property and equipment, document the chain of custody, and reflects all personnel who have been in possession of the property from the time it was received**
- **The distribution is the same as with the NAVPERS 1640/17**
- **One copy to the prisoner**
- **One copy with the property**

BASIC ESCORT

In Addition:

- **Each person who has signed for the property will receive a copy**

BASIC ESCORT

EVIDENCE/PROPERTY CUSTODY RECEIPT

2. RECEIVING ACTIVITY	3. LOCATION
4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED ☐ OWNER ☐ OTHER	5. ADDRESS *(Include ZIP code)* 6. WORK PHONE
7. LOCATION OF PROPERTY WHEN OBTAINED	
8. PURPOSE FOR WHICH OBTAINED ☐ FOUND ☐ IMPOUNDED ☐ EVIDENCE ☐ OTHER _____	9. TIME/DATE OBTAINED / 10. LOG NUMBER

11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE–MODEL NUMBER, SER. NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE.

15. NAME AND SIGNATURE OF WITNESS *(If available)*	16. NAME AND SIGNATURE OF RECEIVING PERSON

17. CHAIN OF CUSTODY

ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

NAVMC [illegible]22 (6-00) S/N 0107 LF 984-1299 CHAIN OF CUSTODY CONTINUED ON REVERSE LOCATION _____

BASIC ESCORT

- **DD Form 2718 (*Inmate's* Release Order)**
- **DD Form 367 (*Prisoner's* Release Order)**

BASIC ESCORT

INMATE'S RELEASE ORDER

1. TO: Confinement or Brig Officer	**2. INSTALLATION:**	**3. DATE** *(YYYYMMDD):*
4. THE INMATE NAMED BELOW WILL BE RELEASED FROM CONFINEMENT _____ *(YYYYMMDD)* **AND DELIVERED TO THE ORGANIZATION SHOWN.**		
5. INMATE NAME *(Last, First, Middle)*	**6. SSN**	**7. GRADE**
8. SERVICE BRANCH	**9. ORGANIZATION**	
10. REASON FOR RELEASE : _____		
FOR THE COMMANDER		
11. AUTHENTICATING OFFICER NAME *(Last, First, MI)*	**12. SIGNATURE**	
13. GRADE, ORGANIZATION, AND TITLE		
RECEIPT		
14. RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED.	**15. DATE** *(YYYYMMDD)*	**16. TIME**
17. NAME, GRADE, ORGANIZATION, TITLE	**18. SIGNATURE**	
19. REMARKS: _____		

DD FORM 2718, NOV 1999

BASIC ESCORT

<u>DD FM 2718</u>- Used when a prisoner is *permanently* released from confinement.

- **Verify in the same manner as the DD Fm 2708 and I.D.**
- **Block #4 is the date of actual release**
- **Block #11 Facility Commander or authorized representative**
- **Block #15 MUST be the same as block #4**

BASIC ESCORT

Summary:

1. Identify the purposes of accurate and timely reports
2. Describe the five traditional report-writing questions
3. Review DD Forms and NAVPERS Forms
4. Review Legal and Prisoner Classification Criteria

SUMMARY (cont.)

FORMS

- Usage for each form
- Detailed inventory
- Importance of accuracy

BASIC ESCORT

Questions?

Back to Table of Contents

Readdress Same Subject

Next Subject

BASIC ESCORT

USE OF FORCE

BASIC ESCORT

Objective:

To provide guidance and direction to prisoner escorts of the use of force and security equipment in the performance of their duties. Conditions under which force is used must be determined on a case-by-case basis in a realistic evaluation of the actual need.

BASIC ESCORT

REFERENCES:

- SECNAVINST 1640.9
- OPNAVINST 1640.7A

DEFINITIONS

- **Force** – To compel through pressure or necessity; to move against resistance.
- **Minimum Force** – The least amount of force used to control a situation.
- **Deadly Force** - Force which a person uses with the purpose of causing or which he/she knows would create a substantial risk of causing death or serious harm.

BASIC ESCORT

Policy

- 7 levels of force are applicable.
- First 3 levels of force are authorized.
- If necessary, it will be exercised according to the priorities of force.
- Used as a last resort.
- Limited to the minimum degree.

BASIC ESCORT

Priorities of Force – When force is necessary, it shall be used in the following priority sequence as circumstance dictates:

- A Verbal Order
- Show of Force / Other Agencies
- Physical Force/Restraints

Medical

- After force has been used, medical authority or a medical doctor will examine the prisoner as soon as possible.
- If injuries were suffered, medical attention shall be given to both prisoner escort and prisoner immediately.
- Request pictures be taken of the injured person.

Documentation

Disciplinary Report.

- Use of Force document, to include:
  - Account of events leading to use of force.
  - Accurate and precise description.
  - Description of equipment used.
  - Description of injuries suffered.
  - Treatment received.
  - Photos of injured.
  - List of participants and

Notifications

- Submit report to CO via the chain of command.
- Incident or accident report if injuries

SUMMARY

- Definitions
- Policy
- Priorities of Force
- Medical
- Documentation

BASIC ESCORT

Questions?

Back to Table of Contents

Readdress Same Subject

Next Subject

BASIC ESCORT

Restraints

BASIC ESCORT

Objective:

- Explain the types of restraining devices and the application of devices on prisoners

BASIC ESCORT

References:

SECNAVINST 1640.9
AR 190-47
AFI 31-205

BASIC ESCORT

List and identify the various parts of hand irons and leg irons

Provide the escort with instruction for the application of restraints

BASIC ESCORT

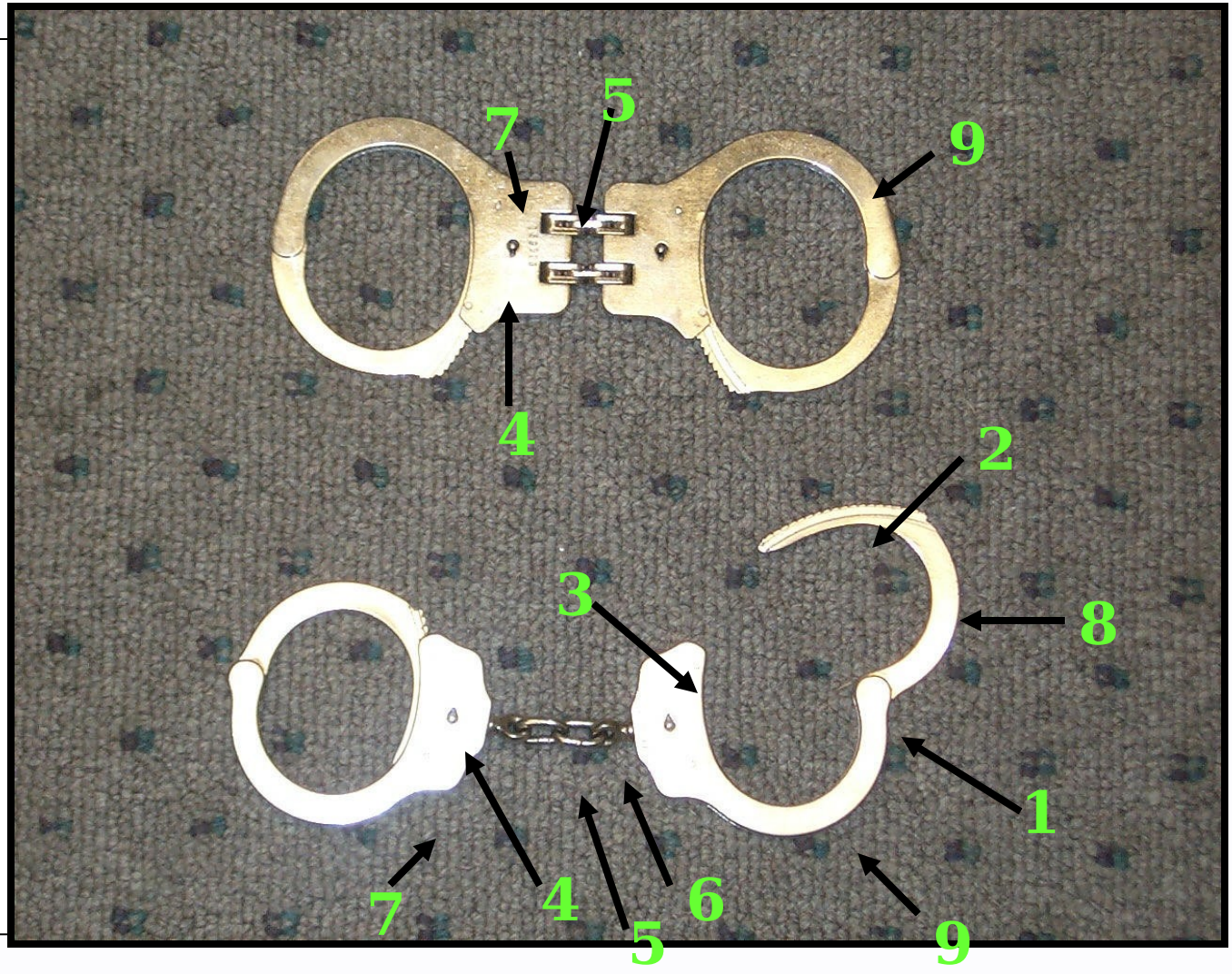
Handcuff

BASIC ESCORT

Leg Iron

BASIC ESCORT

1 Hinge
2 Ratchet Teeth
3 Ratchet
4 Key Hole
5 Chain/Hinge
6 Swivel
7 Double Lock (single stud or small window)
8 Single Strain
9 Double Strain



BASIC ESCORT

Perform an inspection and functional test of leg / hand irons.

- Unlock and Open Hand /Leg Irons
- Close and Double - Lock
- Squeeze to check Double - Lock
- Unlock and Open Hand / Leg Irons

BASIC ESCORT

Basic Requirements For Hand Irons

- Never secure the subject to a stationary object
- Hand irons are always applied in the FRONT
- Keyhole is always towards fingers
- Double locking mechanism is always facing up
- Never handcuff prisoners together
- Never handcuff prisoners to a staff member
- Don’t display a restrained prisoner in

BASIC ESCORT

Apply Hand Irons (Handshake Method)

- Inform the prisoner to extend arms in front, elbows locked, palms and fingers extended
- With your left hand, grasp hand iron, keyhole facing away from prisoner, double lock up
- With right hand, grasp prisoner's right hand. Then apply and tighten hand iron. Ensure keyholes face you and away from prisoner, with double lock facing up

BASIC ESCORT

Apply Hand Irons (cont):

- Maintaining the hand shake grip with your right hand, grasp the chain with your left hand
- Keep holding the chain, apply and tighten the hand iron to left wrist. Ensure keyhole faces away from prisoners
- Check tightness of both irons
- Double lock both irons
- Check double locks

BASIC ESCORT

Removal of Hand Irons

- Reverse the procedures as to applying hand irons.
- Have prisoner grasp the back of their trousers once a hand is removed from the restraints.

BASIC ESCORT

Applying Leg Irons (Standing Method)

- Instruct the prisoner to stand, feet shoulder width apart
- Stand behind the prisoner
- Grasp the open leg-irons with the double locking mechanism to the rear, keyhole facing up, ensuring the double lock is not set
- Crouch behind and off to the side of the prisoner
- Using your free hand, grasp one of the prisoner's ankles
- Apply and tighten the leg iron above the ankle

BASIC ESCORT

Applying Leg Irons (cont):

- Grasp the chain between the leg iron and maintain control of prisoner
- Apply and tighten the second leg iron above the prisoners second ankle
- Check tightness of leg irons
- Double lock leg irons
- Check double lock
- Move away from the prisoner

BASIC ESCORT

Removal of Leg Irons

- Reverse the procedures as to applying leg irons

BASIC ESCORT

Application of Conventional Belly Chains

BASIC ESCORT

Perform an Inspection and Functional Test of Belly Chains, and Transport Belt.

Belly Chains (Conventional and U.S. Marshal)

- Inform the prisoner
- Maintain alertness
- Maintain control of the Belly Chains
- 100% observation

BASIC ESCORT

Application of Conventional Belly Chains

- Perform functional check
- Require prisoner to stand
- Feet are spread shoulder width apart, arms up and parallel with the ground, palm facing up
- Hold O-ring with one hand; insert smaller O-ring through each belt loop around prisoner’s waist, keeping the two cuffs to the side of the prisoner

BASIC ESCORT

Application of Conventional Belly Chains (cont):

- Insert small O-ring through large O-ring and pull chain tight
- Keep chain tight, and secure the chain by using the small O-ring on end of chain to one of the other O-rings on the chain itself, by using the padlock
- Open both cuffs, place prisoner's wrist into both cuffs and secure
- Check the tightness by inserting a finger between wrist and cuff and double lock

BASIC ESCORT

Removal of Conventional Belly Chains

- Inform the prisoner
- Maintain alertness
- Maintain control of the Belly Chains
- 100% observation
- Unlock both cuffs
- Instruct prisoner to put hands on top of his head and interlock his fingers
- Unlock padlock
- Pull the chain through belt loops and remove chain

BASIC ESCORT

Application of U.S. Marshal Belly Chains

BASIC ESCORT

Application of U.S. Marshal Belly Chains

- Inform the prisoner
- Maintain alertness
- Maintain control of the Belly Chains
- 100% observation
- Function check of hand irons
- Open one cuff of the hand iron, insert open cuff through square retainer of the chain
- Have prisoner stand with legs shoulder width apart, arms parallel with the ground, palms facing upward

BASIC ESCORT

Application of U.S. Marshal Belly Chains (cont):

- Insert opposite end of chain through each belt loop, keeping hand iron directly in front of prisoner's waist
- Insert the opposite end of the chain through square retainer, pulling the chain tight towards the rear of the prisoner's back
- Keeping the chain tight, secure open end of the chain to the affixed chain near the small of his back by using padlock

BASIC ESCORT

Removal of U.S. Marshal Belly Chains

- Inform the prisoner
- Maintain alertness
- 100% observation
- Maintain control of the Belly Chains
- Unlock both cuffs
- Instruct prisoner to put hands on top of his head and interlock fingers
- Unlock padlock
- Pull the chain through belt loops and remove chains

BASIC ESCORT

Leather Transport Belt

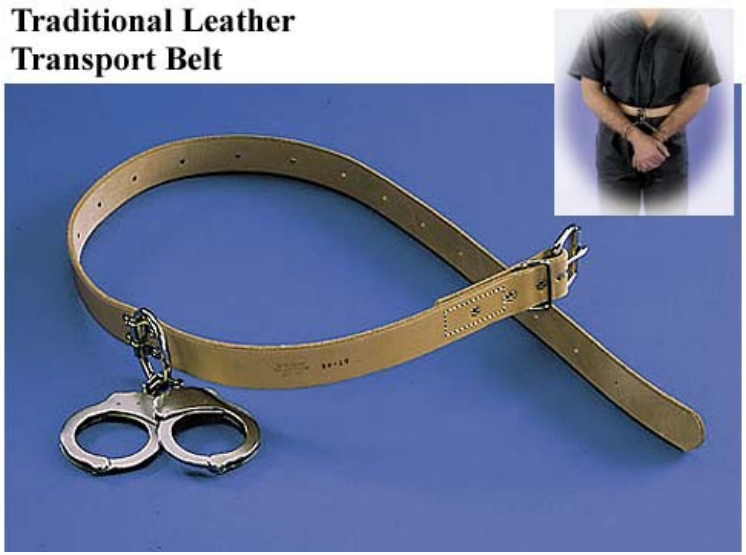
BASIC ESCORT

Leather Transport Belt

- **FUNCTIONAL CHECK:**
  - Check leather belt for wear/cracks
  - Check O-ring for wear
  - Perform functional check on hand irons

BASIC ESCORT

Application of Leather Transport Belt



- Inform the prisoner
- Maintain alertness
- Maintain control of the Transport Belt
- 100% observation
- Require the prisoner to stand on two feet
- Feet are spread shoulder width apart, arms up and parallel with the shoulder, palm facing up

BASIC ESCORT

Application of Leather Transport Belt (cont):

- Place the transport belt around the prisoner's waist through the belt loops
- Adjust O-ring to center of the prisoner's waist
- Secure the belt by inserting belt end through the buckle. Ensure a snug fit
- Wrap excess of belt end around the belt behind the prisoner

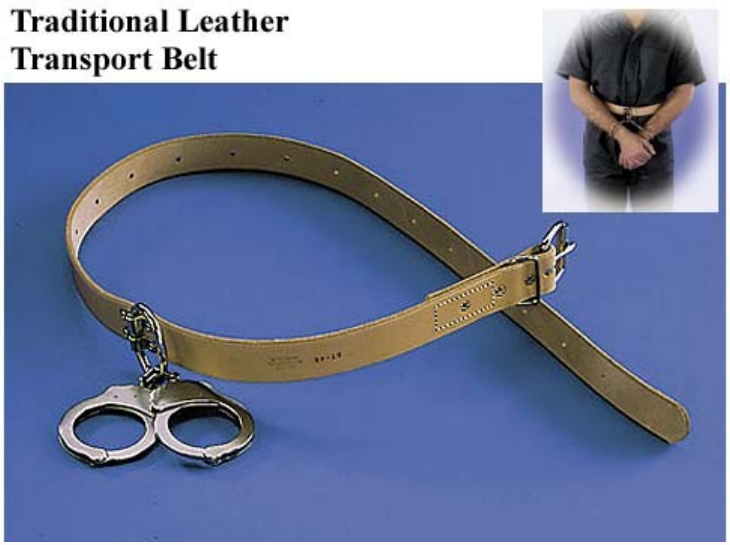
BASIC ESCORT

Application of Leather Transport Belt (cont.):

- Insert the cuffs into the O-ring
- Have the prisoner insert right hand into cuff followed by left hand
- Check cuffs for tightness and double lock

BASIC ESCORT

Removal of Leather Transport Belt



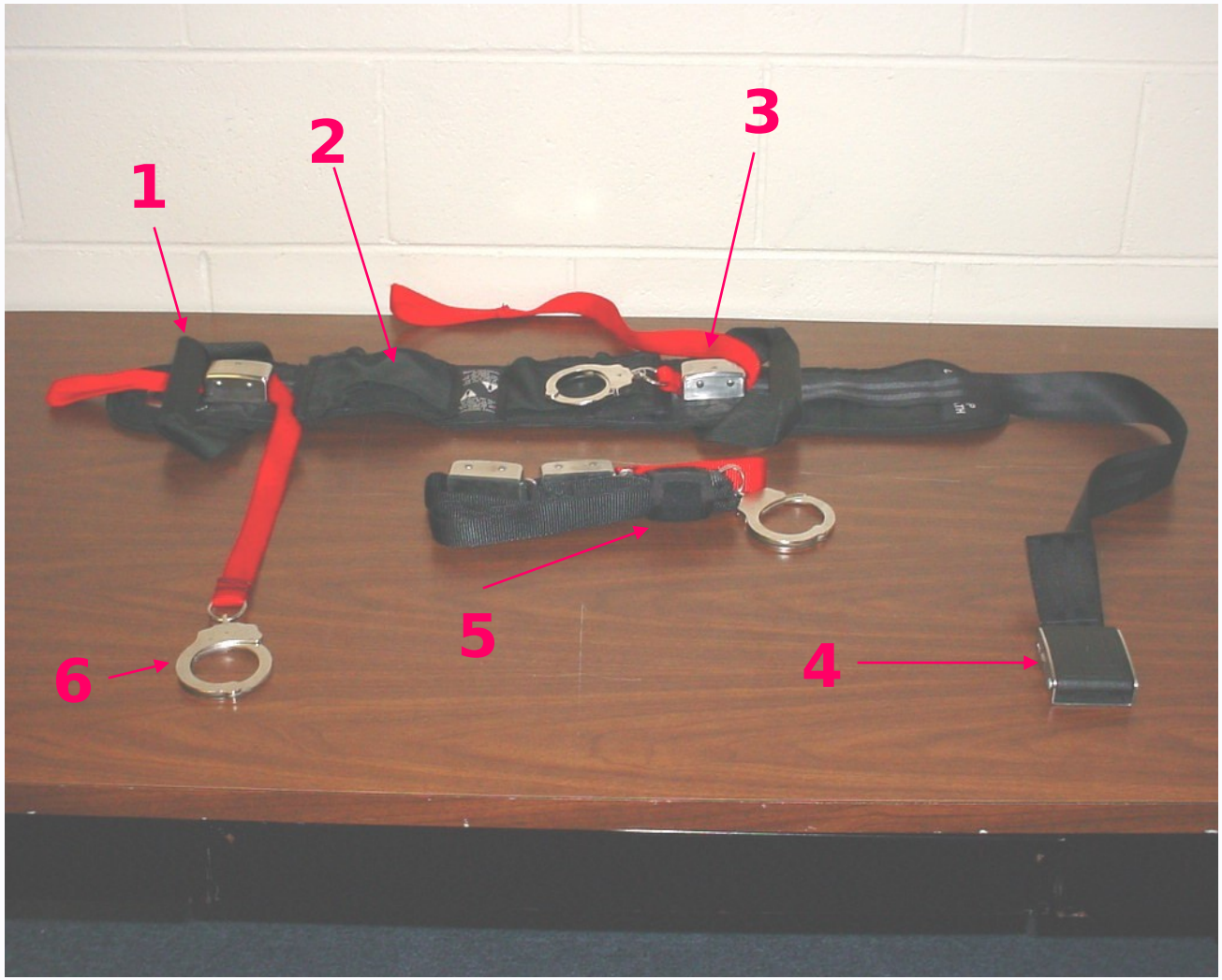
- Inform the prisoner
- Maintain alertness
- Maintain control of the Transport Belt
- 100% observation
- Unlock both hand irons
- Instruct the prisoner to place hands on top of his head when each cuff is removed
- Unbuckle and remove the transport belt
- Move away from the prisoner

BASIC ESCORT

Application of Body Cuffs Restraint System

BASIC ESCORT

1 Carry Handle
2 Hand Restraint Storage
3 VRM Buckle
4 Main Buckle
5 Leg Restraints
6 Hand Restraints



BASIC ESCORT

Requirements for Use of Body Cuffs

- Inform the prisoner
- Maintain alertness
- Maintain control of the Body Cuffs
- 100% observation

BASIC ESCORT

Application of Body Cuffs

- Perform functional check
- Require prisoner to stand on two feet
- Feet are spread shoulder width apart, arms up and parallel with the ground, palm facing up
- Place belt around waist, main buckle to the rear, and insert tongue into main buckle.

BASIC ESCORT

Application of Body Cuffs (cont.)

- Adjust strap length around waist
- Place cuffs on prisoner
- Retract hand restraints to inner-most range of adjustment
- Attach leg restraint to webbing at rear of belt using the handcuff
- Unfold leg restraint, place lower loop around one leg and snug to prevent going over the

BASIC ESCORT

Application of Body Cuffs (cont.)

- **Immediately double lock the VRM to prevent injury**
- Adjust upper VRM until level of restraint is reached
- Have prisoner simulate walking to make adjustments if needed

BASIC ESCORT

Removal of Body Cuffs

- Reverse the procedure of application.
- Fully extend main buckle, fold, and place into storage bag.

BASIC ESCORT

SUMMARY

Functional check, application and removal of the following types of restraints:

- Hand Irons
- Leg Irons
- Belly Chains
- Transport Belt
- Body Cuffs

BASIC ESCORT

Questions?

Back to Table of Contents

Readdress Same Subject

Next Subject

BASIC ESCORT

SEARCHES

BASIC ESCORT

Objective:

To inform prisoner escorts of the procedures for conducting person, area, and vehicle searches while escorting prisoners outside of a confining facility.

BASIC ESCORT

REFERENCES:

SECNAVINST 1640.9
NAVEDTRA 12740

BASIC ESCORT

Purpose:

- Maintain the safety and security of prisoner escorts and prisoners.
- Prevent the introduction of contraband.
- Not to punish, degrade, or humiliate the prisoner.

BASIC ESCORT

Policy:

- **Prisoner escorts must maintain control**
  - **Always provide clear instructions.**
  - **Remain in charge.**
  - **First escort to speak is in charge.**
  - **Same Sex**

BASIC ESCORT

Policy:

- Prisoner escorts must be prepared
  - Be alert in case of physical violence
  - Be prepared to deal with various attitudes
  - Use examination gloves and have a flashlight when possible

BASIC ESCORT

Policy:

- When to search
  - Search prisoner prior to transport and upon return.
  - Prior to assuming or relinquishing custody of a prisoner.
  - When a prisoner enters or leaves the confinement facility.
  - If the escort has a reason

BASIC ESCORT

Frisk Search

Frisk Search - Policy

- Inform prisoner
- Conduct search from behind prisoner
- Don’t allow prisoner to distract you
- One prisoner escort can conduct the search, if possible, have a second person present
- Any unauthorized movement can be considered to be an aggressive act
- Instruct prisoner to assume the frisk search position

- Crush and Squeeze method

Frisk Search - Procedure

- Look for compliance.
- Have prisoner remove jacket.
- Remove headgear and personal belongings, place belongings in headgear.
- Place headgear and belongings away from prisoner's access.
- Shirt sleeves rolled down and pants unbloused.
- Belt loosened and top pants button

BASIC ESCORT

Frisk Search - Sequence

Search headgear/contents.

- Search outer garments.
- Head cavity search.
- Divide body into 1/4s.
- Head and collar.
- Arms.

Frisk Search - Sequence (cont.)

- Upper body
  - Front
  - Back
  - Sides
- Waist area
- Lower body
- Legs
- Feet

BASIC ESCORT

Area

Area Search

- Two or more persons (one will be the search team leader)
- Assign task
- Discuss plans
- Plan implementation
- Follow instructions
- Examine all items found at the scene
- Locate anything that may be of evidentiary value or deemed contraband
- Search as required to locate material type items

Area Search

Room Search (Inside)

Search Sequence

Area Grid Search (Outside)

Room Search (Inside)

- Use two-person team(s)
- Search the way through the door entrance and into the center
- Members stand back to back and observe layout
- One will search counterclockwise, the other searches clockwise
- Each member will search the entire room providing 100% overlap

BASIC ESCORT

Search Sequence

- Feet to waist
- Waist to chin
- Chin to ceiling
- Drop ceiling

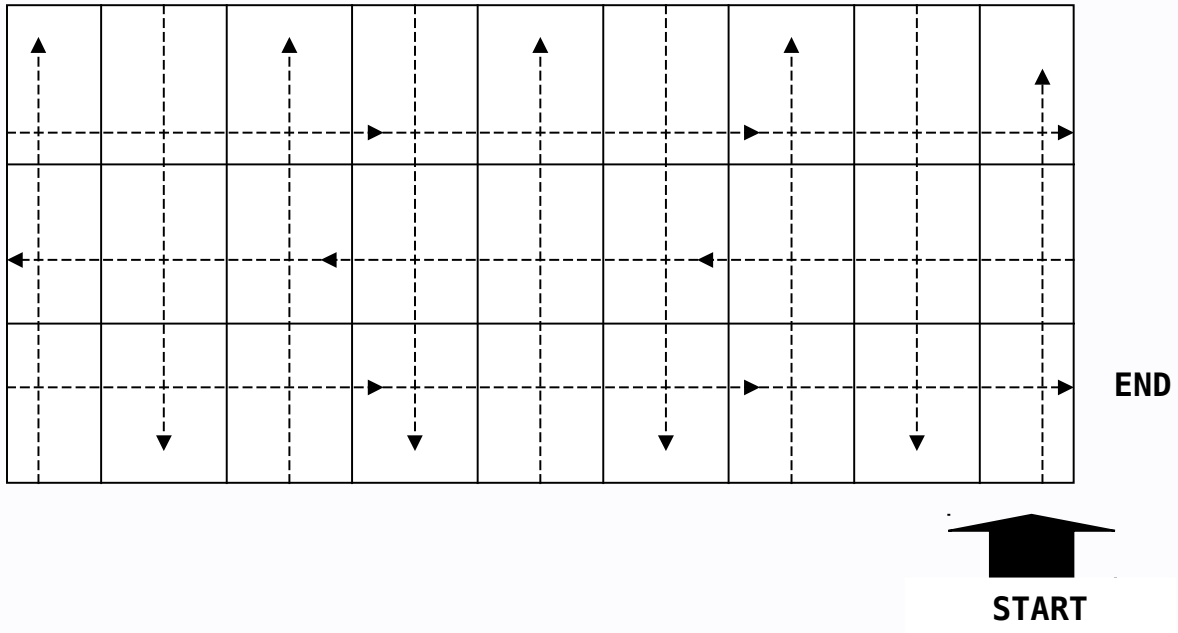
Area Grid Search

- **Best used for outside areas**
- **Divide area to be searched into a grid pattern**
- **Once area is cleaned, mark as cleared**
- **Large outdoor areas - divide area into strips about 4 feet wide**
- **Search starts at one end and moves back and forth across the area from one side to the other and end to end**

BASIC ESCORT

Area Grid Search

OUTSIDE AREA GRID SEARCH



BASIC ESCORT

Vehicle Search

BASIC ESCORT

Vehicle Search

- Never put your hands into areas you can't see
- Prepare vehicle, open hood and trunk
- Search left front wheel and proceed clockwise around the vehicle
- Search around the vehicle to the front end
- Search under hood
- Continue around to the right front wheel

Vehicle Search (cont.)

- Check under the right side of the body
- Search right rear wheel
- Check rear end of vehicle
- Search left rear wheel
- Search underneath the left side of the vehicle, from rear to the front wheel wells
- Search is complete

Vehicle Search (cont.)

- If any contraband is found, secure it and notify the brig
- Vehicle compartment will again be searched when the prisoner is returned to the facility

SUMMARY

Types of searches:

Frisk search

Area search

Vehicle search

BASIC ESCORT

Questions?

Back to Table of Contents

Readdress Same Subject

Next Subject

BASIC ESCORT

CONTRABAND

BASIC ESCORT

Objective:

To inform prisoner escorts of the procedures for controlling contraband while supervising prisoners

BASIC ESCORT

REFERENCES:

SECNAVINST 1640.9

Definitions:

Contraband

- Any article not authorized to be in the possession of prisoners or any item authorized for a prisoner's use that has been modified for use other than that originally intended or in excess amounts.
- Local regulations will specify what items will be allowed and under what conditions
- Items that threaten the security and the safety of the brig, or the possession of which are illegal, are always contraband.

BASIC ESCORT

Why control contraband?

- Trafficking
  - Sharing, trading or exchanging items, not necessarily contraband
  - Usually associated with the expectation of a return of some type, such as another item (possibly contraband), a favor (testimony on the trafficker's behalf).
- Threat to safety
  - Weapons, flame producing devices, documents with sensitive/privacy act info, sanitation, and clutter

BASIC ESCORT

How do we control contraband?

- Searches of vehicles
- Searches of prisoners/detainees
- Searches of workspaces
- Constant supervision
- Inventory conducted on supplies and equipment
- Professional distance
- Training

Authorized Items

- Light/No Duty/No Shave CHIT
- Eye glasses
- Wedding ring
- Handkerchief
- Religious necklace
- Lip balm
- Any pre-authorized items

Types of Contraband

- Weapons
- Drugs
- Alcohol
- Lubricants
- Money
- I.D. cards
- Civilian clothing
- Pornography
- Excessive amounts of authorized items

BASIC ESCORT

Purpose for Contraband

- Social advancement
- Relief from boredom
- Immoral acts
- Escape
- Supply and demand

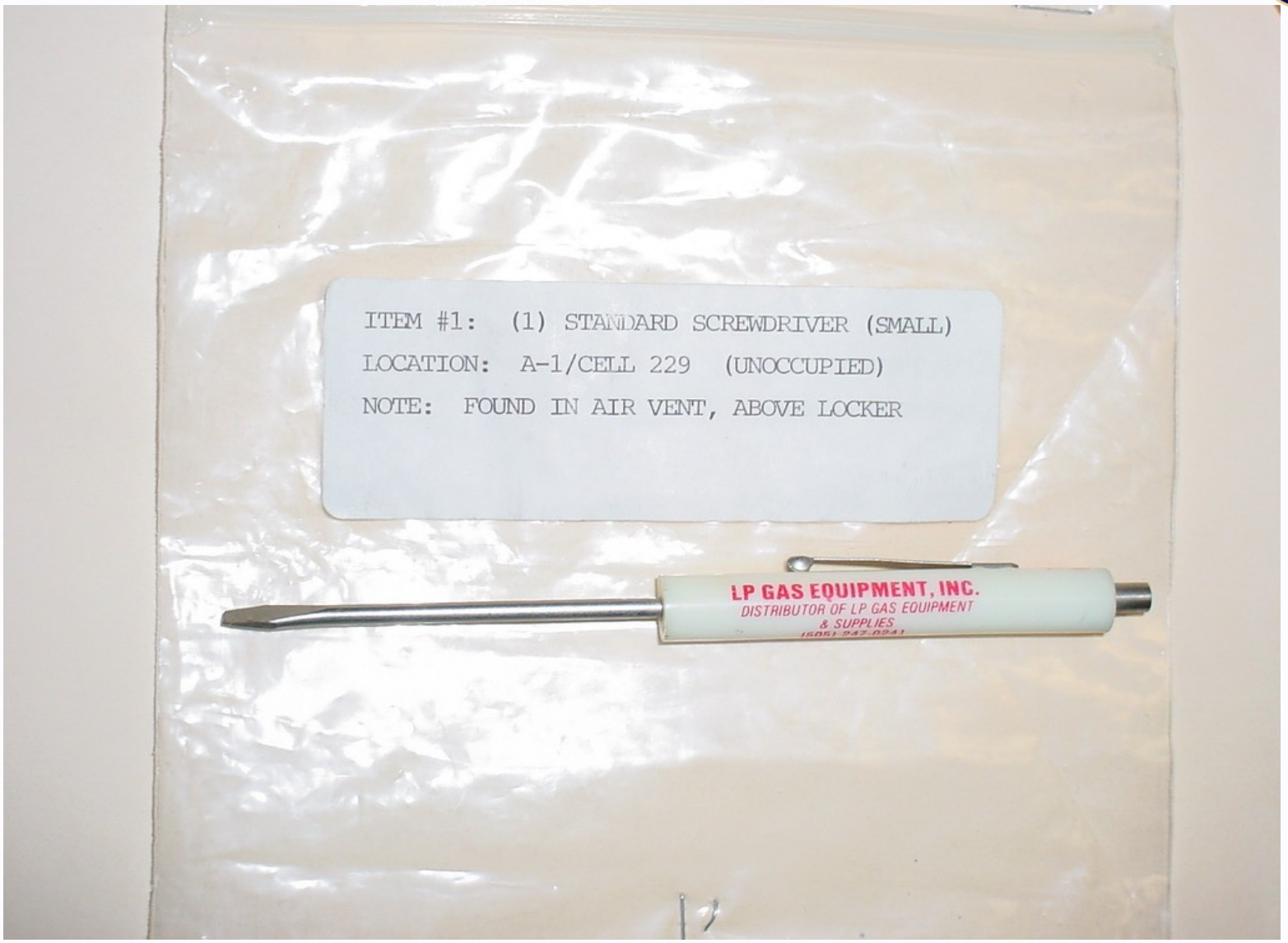
BASIC ESCORT

ITEM #3: (1) FLAT PIECE OF BRASS, TAPED ON WIDE END/SHARPENED ON SMALL END
ITEM #4: (1) TAPED UP PACKAGE OF U.S. COINS
[7 DIMES - 1 NICKEL]
LOCATION: C-6/PRISONER WORK AREA

Sources of Contraband

- Work details/temporary releases
- Vehicles
- Dishonest staff personnel

BASIC ESCORT


ITEM #1: (1) STANDARD SCREWDRIVER (SMALL)
LOCATION: A-1/CELL 229 (UNOCCUPIED)
NOTE: FOUND IN AIR VENT, ABOVE LOCKER
LP GAS EQUIPMENT, INC.
DISTRIBUTOR OF LP GAS EQUIPMENT
& SUPPLIES

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Bottom line…

We have rules in place to control what a prisoner is allowed to have in his possession and the prisoners must learn to live within those guidelines. Constantly allowing exceptions could endanger prisoner escorts, prisoners, and the public.

SUMMARY

- Definitions
- Why control contraband?
- How do we control contraband?
- Authorized items
- Types of contraband
- Purpose of contraband
- Sources of contraband

BASIC ESCORT

Questions?

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PRISONER MOVEMENT (FOOT AND VEHICLE)

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Objective:

To ensure prisoners are appropriately escorted to and from local appointments and work details outside the facility

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REFERENCES:

SECNAVINST 1640.9

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Policy

- Prior to supervising prisoners, coordination will be made by your organization with the local brig for approval to obtain prisoners
- Escort certification will be verified by brig staff upon arrival to the brig

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Escorting Prisoners Outside The Facility (One Prisoner On Foot)

- Sign a DD Form 2708 or local brig chase sheet
- Frisk search the prisoner
- Ensure the prisoner is in the proper uniform
- Take a position behind and slightly to the right or left of the prisoner in order to stay out of the prisoner's reach
- No outside interference

Escorting Prisoners Outside The Facility (One Prisoner On Foot) (cont.)

- Keep the prisoner away from other people
- Maintain constant supervision
- March against the flow of traffic
- Never allow a prisoner behind you

Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot)

- You have total responsibility for all prisoners
- Form the prisoners into a single file or columns of two
- Position yourself 6-8 feet behind and slightly to the left or right of the formation
- Position assisting prisoner escort(s) on the flank of the formation
- March the prisoners to the designated

Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot) (cont.)

- Move the prisoners rapidly along the most direct route
- Don’t allow horseplay
- Don’t allow anyone or anything to pass between you and the prisoners
- Move the prisoners on the left side of the road
- Observe surroundings

Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot) (cont.)

- Never use prisoners as road guards
- Be especially watchful at intersections

Disciplinary Problems

- Isolate the problem
- Follow the levels of force
- Remain in charge / gain control
- Notify Control Center
- Follow instructions

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Escorting Prisoners By Motor Vehicle

- Escort **cannot** be the driver
- Preventative maintenance performed
- Brief the driver of the route to be taken
- Obey traffic laws
- At anytime the vehicle is unmanned, it will be locked/secured and keys in the driver's possession
- Tell driver not to talk with the prisoners
- Setup a duress code between the escort and driver
- Explain emergency situations
- Use child locks if available

Vehicle Search

- Before loading the prisoners.
- Search the vehicle upon completion of escort
- Remove or secure items that could be considered as weapons
- If ventilation is needed, open the windows. Don't open the windows more than **four** inches

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Loading and Unloading Procedures

- Frisk search prisoners
  - Prisoners in first
  - Escorts in second
  - Driver in last
  - Unloading procedure is the reverse

Truck With Jump Seat or Sedan Seating Requirements

- Direct the prisoner to sit in the right rear seat of the vehicle
- Escort sits next to the prisoner in the back seat behind the driver
- If you are escorting two prisoners, sit in the far left seat behind the driver with the prisoners seated to the right
- If you are escorting three, sit prisoners on rear seat and the escort sits in the right front sear. Escort's body will be turned to view the

Van Seating Procedures

- If you are escorting a prisoner in a van that has one rear and one side door, position yourself between the two doors
- If you are escorting prisoners in a van that has two side doors and one rear door, attempt to position yourself between the prisoners and all doors
- If the vehicle has child safety locks, tell the driver to use them and ensure all prisoners are in seat belts while in the vehicle

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SUMMARY

- Policy
- Escorting Prisoners Outside The Facility (One Prisoner On Foot)
- Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot)
- Disciplinary Problems
- Escorting Prisoners By Motor Vehicle
- Vehicle Search
- Loading and Unloading Procedures
  - Truck with Jump Seat or Sedan.
  - Van

BASIC ESCORT

Questions?

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SECURITY PROCEDURES

BASIC ESCORT

Objective:

To inform prisoner escorts of the security procedures for various normal and emergency situations while escorting prisoners to initial confinement, appointments, or work detail

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REFERENCES:

- SECNAVINST 1640.9
- OPNAVINST 1640.7
- AR 190.47
- AFI 31-205

BASIC ESCORT

Policy

- All prisoners being escorted are risks, no matter what their age, sex, or physical/mental condition
- Avoid one on one situations
- Do not judge a prisoner's physical condition by their size.
- There will be at least one escort the same gender of the prisoner being escorted.

Policy Cont.

- Do not take anything for granted
- At no time will a prisoner supervise another prisoner
- Always have some form of communication
- Evaluate the situation

Procedures

- An escort can perform frisk, area, or vehicle searches at anytime
- Frisk search all prisoners prior to exiting the facility
- Prior to leaving the facility the escort will collect prisoner ID badges.

Procedures (cont.)

- Ensure that the type of restraint being used is appropriate.
- Inspect and search the transport vehicle
- Do not allow anyone between you and the prisoner
- While on work detail, adequate breaks should be given.

Procedures (cont.)

- Work inherently dangerous is prohibited
- Communications with the facility should be maintained
- Check the route and destination for potential security problems if possible
- In the event of any breach of security, immediately contact the nearest law enforcement (911) for assistance
- Always carry some form of communications, such as cell phone/radio and restraining devices (hand/leg irons) at a

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Escape

- If a prisoner attempts to escape, regardless of the prisoner to escort ratio, order the prisoner(s) to halt. Repeat the order if necessary.
- Account for remaining prisoner(s)
- Notify nearest law enforcement agency (911) of your situation, location, and need for assistance.
- The security of remaining prisoner(s) with the escort(s) will never be compromised in an attempt to pursue a fleeing prisoner.
- Use all available resources (other

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Escape (cont.)

- When practical, make arrangements to have the escapee transported back to the facility and checked out by medical for injuries, and complete all required paperwork.

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Escape Situation

- One Escort And One Prisoner
  - Command the escapee to “halt” and repeat if necessary
  - Pursue and restrain if possible
  - Escort will exhaust all resources available in apprehending the prisoner

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Escape Situation

- One Escort And Two Or More Prisoners
  - Command the escapee to “halt”
  - Do not pursue and lose custody of the other prisoners
  - Place the remaining prisoners in a sitting/prone position on the ground, looking for compliance from the remaining prisoners

Escape Situation

- One Escort And Two Or More Prisoners (cont.)
  - Make notifications and note the direction of travel of the fleeing prisoner
  - Enlist all available resources (i.e., bystanders) to pursue/ restrain escaping prisoner
  - Contact the brig, provide information, and follow instructions

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Escape Situation

- Two Or More Escorts And One Prisoner
  - Command the escapee to “halt”, repeating if necessary.
  - Determine if physical force is practical to prevent the prisoner from escaping
  - If not, both escorts will pursue the escapee, however, in the process, an escort will make notifications and then continue pursuit.

Escape Situation

- Two Or More Escorts And Two Or More Prisoners
  - Command the escapee to “halt”, repeating if necessary.
  - One escort will remain with the prisoners and maintain a security posture. Place detail in a sitting/prone position.
  - Make notifications
  - The remaining escorts will pursue/restrain the escapee
  - Contact Brig and follow instructions.

Aggressive Prisoner(s)

- In all cases while escorting prisoners, utilize as a last resort, the use of force.
- If security cannot be accomplished without the use of force, use the minimum amount of force necessary to control the situation

Aggressive Prisoner(s) (cont.)

- When deciding a course of action, responsibility shall be considered in this order:
  - General public safety
  - Prevention of loss of life or injury to other personnel and self
  - Prisoner welfare
  - Protection of property

Confrontation Between Prisoners With One Escort

- Never allow prisoners to interfere
- Under no circumstances should supervision of other prisoners be relaxed
- Order prisoners involved to “stop and get on the ground”
- Look for compliance
- Do not interfere unless sufficient show of force is available

Confrontation Between Prisoners With One Escort (cont.)

- Establish communications for assistance
- If prisoners comply, stop work and immediately get prisoners to a secure area
- Contact the confining facility for assistance/instructions
- Upon return to the confinement facility, the escort will make a report of all incidents to the CO/OIC

Confrontation Between Prisoners With Two Or More Escorts

- When multiple escorts are present, one escort will maintain control over the non-involved prisoners
- Remaining escorts will evaluate and determine if they have the means to safely separate and restrain the prisoners involved
- Establish communications for assistance
- Once compliance is achieved, maintain control and return all prisoners to the confining facility

Confrontation Between One Escort and One Prisoner

- If the prisoner attempts to get physical, maintain a safe distance and get any means of assistance
- Do not lose sight of the prisoner
- Use any means to make contact with the confining facility, base police, or local law enforcement
- Once show of force becomes available, restrain prisoner and return prisoner to a secure area

Confrontation Between Two Escorts and One Prisoner

- If the proper show of force is available, restrain the prisoner
- Maintain control over the situation and contact the confining facility for assistance/instructions
- **NEVER UNDERESTIMATE THE PHYSICAL CAPABILITIES OF A PRISONER**

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Emergencies

- Illness or Injury
  - Immediate attention to injuries should follow basic first aid training and treatment can be obtained from the following:
  - Nearest military treatment facility
  - VA hospital
  - Civilian hospital
  - All cases, the escort shall immediately contact the local brig for instructions
  - For other prisoners in custody, arrangements should be made for their accountability and security

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Meals

- Arrangements will be made prior to departure to have boxed lunches or eat at a military dining facility only
- No exceptions

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Telephone/Internet

- Prisoners **are authorized** to use the telephones and/or computers only if authorized by the confining facility
- Supervision must be maintained to ensure the prisoner's usage is consistent with the confining facility authorization
- Prisoners will receive incoming calls only
- Computers will be restricted to prevent internet access
- All exceptions are coordinated with the local brig

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Uniforms

- **The prisoner will wear the proper uniform as prescribed by their service policy and application.**
- Escorts should become familiar with the uniform requirements of all branches of service.

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Public Contact

- Under no circumstances will anyone be allowed to interfere with escort duties
- Prisoners, in the performance of their duties, may talk to civilians
- If the media attempts to speak or photograph you or the prisoners, the escort should inform the media to contact the Public Affairs Officer (PAO) at the confining facility for any questions

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Public Contact (cont.)

- Only local confining facility staff members may make official contact with you as the escort in reference to the prisoners
- As a escort, you will not relinquish control of prisoners to anybody while out on a detail. Once you sign the prisoner(s) out, you have responsibility for them and you will be the one to return them to the confinement facility

Courtroom Procedures/Legal Visits

Security Concerns: Time permitting, escorts should take the following into consideration:

- Inspect the court building and surrounding area prior to escorting a prisoner to trial, or in the event a prisoner is a witness at a trial
- Escorts should become familiar with the layout of the entire building, both inside and outside
- Inspect the parking lot and 360 degrees around the building for avenues of escape. Determine where the escort vehicle will park for direct exit/entrance to the courtroom

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Courtroom Procedures/Legal Visits (cont.)

- Inspect for any exits from the courtroom, including windows

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Courtroom Procedures/Legal Visits (cont.)

- Legal Visits
  - Prior to any conference between the attorney and the prisoner, the office will be visually inspected for security concerns, noting potential contraband and any possible exits
  - An escort will be posted in the most advantageous location taking into account exits and windows
  - If the prisoner is a maximum custody, two prisoner escorts will be posted

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Courtroom Procedures/Legal Visits (cont.)

- Since the communication between the prisoner and the attorney is often privileged, the escorts may be directed to leave the room
- The escort will brief the attorney on the attitude and behavior of the prisoner, and that the prisoner will be frisk searched after he leaves the room. Normally this search is conducted in private

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Courtroom Procedures/Legal Visits (cont.)

- The prisoner will not be signed over to the attorney on a DD Form 2708 or DD Form 629 since they are not “escort” qualified. Do not develop a false sense of security that you have relinquished custody of the prisoner to the attorney
- **Attorneys do not direct the application or removal of restraints**

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Courtroom Procedures/Legal Visits (cont.)

- Courtroom Procedures
  - **Restraints will be applied or removed based on the judge's discretion. This discretion only applies while the prisoner is actually in the courtroom.**
  - While court is in session, all prisoner escorts will be unarmed.
  - Escorts will sit as near to the prisoner as possible to observe the reactions of the prisoner

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Prohibited Practices

- Personal gain work
  - Washing car, polishing shoes, etc.
- Work that will cause serious injury
  - Asbestos removal, hazardous material removal, animal handling, etc.

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Vehicles

- Maintenance vehicles
- Automobiles

BASIC ESCORT

SUMMARY

- Policy
- Procedures
- Escape
- Aggressive Prisoner
- Emergencies
- Meals
- Telephone/Internet
- Uniform
- Public Contact
- Courtroom Procedures
- Prohibited Practices
- Vehicles

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Questions?

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